

Department of Early Learning

10.1.8

Monitoring Visits Procedure

1. The licensor must use form 10.9.3.6 Family Home Monitoring Checklist, 10.9.4.6 Child Care Center Monitoring Checklist or 10.9.4.12 School-Age Monitoring Checklist during a monitoring site visit to record compliance with WAC.
2. Monitoring site visits must be unannounced, unless approved by a supervisor.
3. A family home child care monitoring site visit must occur every 18 months – within an 18 month period of time. For example, if the last monitoring visit occurred on January 1, 2008, the next monitoring visit must occur on or before July 1, 2009.
4. A child care center and school age program monitoring site visit must occur every 12 months – within a 12 month period of time. For example, if the last monitoring visit occurred on January 1, 2008, the next monitoring visit must occur on or before January 1, 2009.
5. The licensor will complete the monitoring visit checklist to include the basic information of the licensed facility and the details of the inspection.
6. Children's names or other identifying information must not be recorded on the monitoring checklist. Children must only be identified by using numbers.
7. Employee's first and last names must be recorded on the monitoring checklist. See "Background Check 10.5.1" procedure for more information on matching the facility's employee information with the information located at the DEL background check website.
8. The licensor and licensee or child care staff will complete a compliance agreement to address any violation of WAC or RCW. See "Compliance Agreement 10.1.3" procedure.
9. The licensor must document the monitoring site visit with a provider note in FamLink within five business days.